

COUNTY COLLEGE OF MORRIS

Business and Finance Division Policies and Procedures Manual

Subject: FOOD SERVICE CATERING FOR SPECIAL FUNCTIONS

Page: 20.01.01

Date: 5/8/14

GENERAL

The Food Service Contractor provides catering services for approved special functions sponsored by the faculty, staff, students or associated organizations of CCM.

POLICY

The Food Service Contractor, Chartwells, by contract, has the first rights to provide food services to all of County College of Morris. These services include all food, beverage and catering.

AUTHORITY

Contracted Agreement between Chartwells and County College of Morris.

RESPONSIBILITY

Director of Auxiliary Enterprises
Assistant Director of Auxiliary Enterprises
Director of Food Services

PROCEDURE

A. Ordering Guidelines

1. When organizing a catered function, the catering guide brochure should be consulted. This brochure has been provided to each department by the Food Service Contractor, and contains menus for various functions, a service and costing guide, a current price guide, and a Food Service Reservation Form.
2. The choice of menu, and other information called for, should be indicated on the Food Service Reservation Form, see attached.
3. Orders of \$100 or more require that a Purchase Order Number (not a Purchase Requisition Number) be indicated on the Food Service Reservation Form. To acquire the Purchase Order Number, an approved Purchase Requisition should be submitted to the Purchasing Department. A Purchase Requisition is not required for catering service orders of less than \$100.
4. All food orders should be submitted to the Food Service Contractor three weeks in advance of the event. A photocopy of the Reservation Form should be retained by the ordering department for reference purposes.
5. It is recommended that the ordering department obtain confirmation by phone that the Reservation Form was received by the food Service Contractor. A further telephone call should be made two days in advance of the event, to confirm that all is in order.

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Page: 20.01.02

Date: 5/8/14

B. Costing Guidelines

1. An expectant count within 25% should be furnished to the Food Service Contractor two weeks prior to the scheduled event.
2. A final count will be required 72 hours before the event. Billing will be charged for this number of guests if they are present or not. In submitting the guest count, please consider any additional people to be fed, such as speakers, band members, or support staff involved with the affair.
3. If, for any reason, the catered event must be cancelled, the Food Service Contractor must be notified no later than 24 hours prior to the scheduled event. Otherwise, a billing will be rendered for the full number of guaranteed guests and/or selection requested.
4. Service time (applicable for weekend/holiday service only) for most served affairs is costed using a maximum time of two hours. This two-hour time span begins with a scheduled starting time and concludes when the last guest has left the dining room. If a speaker or other activity will require service time to be extended beyond two hours, there will be an extra charge. This includes a late starting time. If there is a possibility that a function might exceed this time frame, discuss the extra charge with the Food Service Contractor.
5. For larger groups where china may have to be rented, consult with the catering representative.
6. A minimum of 24 hours notice is required for coffee services.
7. Discuss any special arrangements or specifications when booking the event.
8. It should be noted that an additional charge may be required for a menu item that requires above average preparation time or extra staff. Any event that requires staff due to a lack of proper facilities may also require an additional charge. If an event should fall into this category, notification will be given in advance and any additional charges will be discussed.
9. The listed services are based upon service in the primary service facility during normal meal hours and do not include labor. The prices are based upon the use of disposable paper products; linen and china service may require an additional charge. Refer to the price list for the minimum event charge.

